

Policy on Incomplete Building Inspections - Effective August 5, 2013

	SUBJECT: INCOMPLETE BUILDING INSPECTIONS	
PLANNING AND COMMUNITY DEVELOPMENT, DEVELOPMENT SERVICES DIVISION	EFFECTIVE DATE: August 5, 2013  SUPERCEDES: All Conflicting Policy	APPROVED BY:  Susan Connors Planning and Community Development Director

**GENERAL:** The intent of the inspection process utilized by the City of Norman is to ensure the safety and protection of life and property. The Building Official shall inspect, or cause to be inspected, at various intervals all construction or work for which a permit is required. Final inspections shall be made of every building, structure, mechanical, electrical, low voltage, plumbing, gas, energy conservation, or fire protection systems upon completion by the permit holder and prior to the issue of a Certificate of Occupancy (CO) or a Certificate of Completion (CC) and any occupancy or use of the permitted work.

City inspectors are prohibited from entering and making any interior building inspections at occupied buildings without the permit holder, or property owner, or an authorized adult being present to grant premises entry and staying with the inspector at all times until the inspection has been completed.

**PURPOSE:** To establish a policy regarding incomplete inspections at construction sites.

**POLICY:** It is the intent of the City of Norman building inspectors to do a complete inspection when an inspection is requested and a work order is issued at a particular work site. Incomplete inspections occur when the work for a requested inspection is not complete to the level required for approval of the work.

**PROCEDURES:**

A. Incomplete inspections may occur for the following reasons:

1. There is a hazardous or unsafe condition at the inspection site which would put the inspector in harm's way if the inspection continued.
2. Access is not available to the location, or animals are present and unleashed in the yard.
3. Work is not finished to the level required for the requested inspection as outlined in Section 109 of the IBC and Section R109 of the IRC.
4. Material or equipment is not installed to conduct the inspection.
5. Connections have not been made to determine proper function of a system.

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- B. When an inspection is stopped due to one of the conditions above, the inspector will enter the results immediately into the mobile field inspection system. If there is a responsible party on site at the time of the inspection, that person will be notified while the inspector is on site. If not, the inspection result will be readily available on line to the permit holder and the general contractor.
- C. Inspectors will normally cite up to eight (8) code violations per inspection visit before deeming a site "*Not Ready*" for inspection. In addition, the inspector will complete a whole house inspection even if one room or portion of the house is incomplete.
- D. When sites are deemed "*Not Ready*" by the inspector, the inspection is stopped, the permit holder is issued an inspection result of "Disapproved with Penalty" and a \$25.00 re-inspection fee will be charged.
- E. If a scheduled inspection is Disapproved, permit holders must correct noted violations and recall the inspection when ready, but not before the next workday.
- F. If the same inspection fails two times, the inspector will notify the Building Official of the failed inspections and an on-site or in-office meeting should occur with the building official, the contractor and the inspector prior to a 3<sup>rd</sup> inspection request being made for the same inspection. The owner of the property will be notified when this meeting is scheduled.
- G. At any time a contractor may request an on-site consultation with an inspector for a fee of \$25.00. This on-site consultation is scheduled through the same process that other inspections are scheduled.
- H. If it is determined by the Building Official that a permit holder is negligent in preparing for inspections and may be using inspectors to prepare Punch Lists, inspections will be suspended, the project will be placed in an "Inspections Hold" status, and permit holders are required to schedule a meeting with the Building Official for instructions to resolve inspection issues.